

M e m o r a n d u m

Date: April 22, 2010

To: Fiscal Management Section

Attention: Assistant Chief T. L. Anderson

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Fiscal Management Section was conducted on May 6, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 18, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 122 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 41 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	122	100.00%	41.00	41
Telecommunications	0	0.00%	0.00	0
Fleet	0	0.00%	0.00	0
Weapons	0	0.00%	0.00	0
Total	122			41

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 40 of the 41 items were located. One item, a computer, was not located. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 15 of the 15 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment B.

I request your command research and investigate the one discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by July 22, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Fiscal Management Section

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Assistant Commissioner, Staff
Administrative Services Division
Fiscal Management Section
Office of Inspections, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Fiscal Management Section (071)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Computer	165293	X					Not located

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL 2010
ICU PROPERTY INSPECTION REPORT
Fiscal Management Section (071)**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	100415	PRINTER LASERJET 4 P0071H5013	USFC440577	X					
2	112041	STAMP TIME & DATE	467516	X					
3	117882	PRINTER	USDG017363	X					
4	119177	SONY DIGITAL CAMERA	187661	X					
5	120934	PRINTER DESKJET 960CXI	MX1661Z00T	X					
6	121004	PRINTER	USCG049286	X					
7	121730	PRINTER COLOR LASERJET 4550N	JPNAB18245	X					
8	126295	SAFE	K212277	X					
9	131339	PRINTER COLOR LASERJET 4600 DN	JPDKB35543	X					
10	131354	FAX MACHINE		X					
11	138875	COPIER	50001140	X					
12	138960	COPIER	56000491	X					
13	140807	PRINTER	CNYBF20044	X					
14	141255	PRINTER	CNGXG14509	X					
15	144856	PRINTER, FORMS PRO	CDX81994	X					
16	151650	PRINTER	CNRXS12352	X					
17	160922	COMPUTER	2UA8250PDT	X					
18	165016	COMPUTER	MXL8340KHP	X					
19	165025	COMPUTER	MXL8340KS3	X					
20	165091	COMPUTER	MXL8340KJ3	X					
21	165092	COMPUTER	MXL8340KS0	X					
22	165236	COMPUTER	MXL8340KN6	X					
23	165244	COMPUTER	MXL8340KMN	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
24	165262	COMPUTER	MXL8340KN5	X					
25	165268	COMPUTER	MXL8340KHW	X					
26	165271	COMPUTER	MXL8340KP3	X					
27	165273	COMPUTER	MXL8340KHG	X					
28	165274	COMPUTER	MXL8340KM9	X					
29	165287	COMPUTER	MXL8340KH0	X					
30	165293	COMPUTER	MXL8340KMR		X				Not located
31	165294	COMPUTER	MXL8340KHS	X					
32	165295	COMPUTER	MXL8340KHT	X					
33	165298	COMPUTER	MXL8340KJK	X					
34	165299	COMPUTER	MXL8340KJN	X					
35	165302	COMPUTER	MXL8340KJR	X					
36	165303	COMPUTER	MXL8340KR2	X					
37	165304	COMPUTER	MXL8340KPZ	X					
38	165310	COMPUTER	MXL8340KM5	X					
39	165408	COMPUTER	2UA837117L	X					
40	165631	COMPUTER	MXL83907JZ	X					
41	80648	CALCULATOR QS-2660PRINT QS-2660	7303570	X					

LEGEND

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**CALIFORNIA HIGHWAY PATROL 2010
ICU PROPERTY INSPECTION REPORT
Fiscal Management Section (071)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST								
1 102230	PRINTER LASERJET 5 P0071H5022	USHB104622	X					
2 104114	PRINTER	USKB133696	X					
3 107264	PRINTER	USDK180976	X					
4 115515	PRINTER	USBG020417	X					
5 126225	CHECK SIGNER MACHINE	182813	X					
6 126638	FAX MACHINE	UZS06272	X					
7 138410	PRINTER		X					
8 138961	COPIER	56000161	X					
9 141263	PRINTER	CNDXB26097	X					
10 144857	FOLDER/INSERTER TWO-1/2 STATION	07DX5970	X					
11 147939	PRINTER	CNGXL05500	X					
12 149207	PRINTER	JPFL717059	X					
13 165263	COMPUTER	MXL8340KN7	X					
14 165275	COMPUTER	MXL8340KMP	X					
15 165280	COMPUTER	MXL8340KNV	X					

LEGEND

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ATTACHMENT C

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ATTACHMENT D

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ATTACHMENT E

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SUPPORTING DOCUMENTATION

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # 165293

SN MXL8340KMR

Model # DC5800

Description COMPUTER

Vendor Name WESTERN BLUE

Warranty End 29-AUG-2012

Asset Key COMPUTER.DC5800.NONE

Location 071.00.00.0

Vehicle #

Assigned to Vehicle LC#